Guidance for Submitting a Summer Food Service Program Application in the Cyber-Linked Interactive Child Nutrition System (CLiCS) during School Closures Related to COVID-19

Once your waiver submission is complete, submit a Summer Food Service Program (SFSP) sponsor and site application(s) in CLiCS. Specific guidance for renewing and new applicants is below.

An automated notification will be sent to the sponsoring authority contact person when the sponsor application in CLiCS is approved.

Renewing applicants

School Food Authorities (SFA) that participated in the SFSP or the Seamless Summer Option (SSO) during the 2019 summer will need to update their sponsor application and update or submit a site application(s).

- Revise the sponsor application by updating the contact information, as applicable, and budget. To estimate projected income, multiply the estimated number of meals to be served by the reimbursement rate. View the Reimbursement Rates 2020 - Summer Food Service Program.
- Revise current site applications accordingly, or as needed, create a new site application(s) for each location where meals are served.
  - For new sites, Site Classification: Select open site if the site is area, census or school data eligible and closed if the site is not area, census or school data eligible.
  - Site Participation: For new open sites, the eligibility will populate when the application is saved. For new closed sites, select Income eligibility.
  - Some operational details such as (opening and closing dates, number of operational days in which meals are served per month, etc.) may need to be estimated.
  - For the Operational Schedule, indicate the days for which meals will be served. For example, if meals are served on Monday for Monday, Tuesday and Wednesday, indicate that meals are served on Monday, Tuesday and Wednesday.

New applicants

School Food Authorities that did not participate in the SFSP or the SSO during the 2019 summer will need to complete a sponsor application and a site application(s) in CLiCS.

1. Log-in to CLiCS and select “Applications” from the left side of the screen.
2. Select Program Type: SFSP
4. To submit a sponsor application, select Search Type: Sponsor, then select search. Complete the application and save.
5. To submit a site application, select Search Type: Site. Open the site dropdown list and select your site name or “Other Site.” Selecting “Other Site” will cause the screen to refresh and create a “Validation Error.” Enter the ten-digit site ID number in the “Other Site ID” field. Complete the application and save.

To simplify the application submission, please note the following:

- On the sponsor application:
  - Efforts used to contact minority and grassroots organizations about the opportunity to participate (check all that apply): Select Other: enter n/a.
  - News/Public Release to announce the Summer Food Program: Enter n/a
  - Health Department Notification: Upload a blank document.
  - For the budget, advances are not allowed.
    - Estimate projected income by multiplying the estimated number of meals to be served by the reimbursement rate. View the Reimbursement Rates 2020 - Summer Food Service Program
    - Estimated projected operational and administrative expenses.

- On the site application(s):
  - Site Classification: Select open site if the site is area, census or school data eligible and closed if the site is not area, census or school data eligible.
  - Site Location (urban/rural) will populate when the application is saved.
  - Site Participation: For open sites, the eligibility will populate when the application is saved. For closed sites, select Income eligibility.
  - Estimate operational details such as opening and closing dates, number of operational days in which meals are served per month, etc.
  - For the Operational Schedule, indicate the days for which meals will be served. For example, if meals are served on Monday for Monday, Tuesday and Wednesday, indicate that meals are served on Monday, Tuesday and Wednesday.
  - Method of Meal Preparation: Sites may offer up to two meals/snacks per site per day (lunch and supper may not be served on the same day at a site). Record which meals/snacks will be offered at the site and whether the meals will be self-prep or vended. If vended, you will need to upload a copy of the Food Service Management Company or Vended Meal Contract.
  - Menu Planning Option: Select SFSP Meal Pattern for the Summer Food Service Program or National School Lunch Meal Pattern if participating in the Seamless Summer Option. Note Offer versus Serve is not allowable for meals served during unanticipated school closures related to COVID-19.
  - Meal Type Information: Report a meal time for each service offered. There are no meal time restrictions for SFSP, but overlapping meal times cannot be recorded in CLiCS. If two meals/snacks are offered at the same time, enter the accurate time served for one of the meals and enter a different time for the other meal.
  - A Site Supplement will be requested if the site is new to SFSP: Upload a blank document.